



# FAIRFAX COUNTY

## DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

12000 Government Center Parkway, Suite 427

Fairfax, Virginia 22035-0013

[www.co.fairfax.va.us/dpsm](http://www.co.fairfax.va.us/dpsm)

V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

Black Belt Academy of Centreville  
5944 Centreville Crest Lane  
Centreville, Virginia, 20121

APR 17 2003

Attention: David E. Nyce, President

Subject: Notice of Award and Acceptance Agreement

Reference: RFP03-629007-14; Martial Art Classes for FCPA

Dear Mr. Nyce:

### ACCEPTANCE AGREEMENT

Contract number RQ03-629007-14A is hereby made to Black Belt Academy of Centreville from the date of award through December 31, 2008 for Martial Art Classes for FCPA, in accordance with:

- 1) This Acceptance Agreement;
- 2) The terms and conditions of IFB03-629007-14; Delete paragraph 25.2. Contract is valid through December 31, 2008.
- 3) Memorandum of Negotiations
- 4) This contract hereafter shall be known as RQ03-629007-14A

Other representations:

This is not an order; Purchase Order or other notice to proceed will follow. All prior representations and additional or inconsistent oral or written statements are superceded, null and void. Contract award documents may be viewed on the Department of Purchasing and Supply Management website at [fairfaxcounty.gov/dpsm/contracts.htm](http://fairfaxcounty.gov/dpsm/contracts.htm).

County Purchasing Agent:

Cathy A. Muse  
Cathy Muse, CPPO



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## Memorandum of Negotiations

### RFP03-629007-14; Martial Art Classes for FCPA

The County of Fairfax (hereinafter called the County) and Black Belt Academy of Centreville (hereafter called the Contractor) agree to the following in the execution of contract #RQ03-629007-14A. The contract consists of the following items;

- A. Fairfax County's RFP03-629007-14 and all addenda.
- B. Contractor's Technical and Business Proposals as amended by the Memorandum of Negotiations.
- C. The Memorandum of Negotiations

#### II. The County and the Contractor agree to the following:

- A. Terms below are effective for Spring 2003 Classes and beyond.
- B. Proposed changes in class offerings, class lengths and class fees during the term of this contract may be discussed directly with the FCPA Program Coordinator.
- C. FCPA makes all decisions about which programs will be offered through Parktakes. Classes that do not meet minimum enrollments may not be offered in future issues.
- D. FCPA will print a notice to customers that some martial arts vendors require uniforms for participation in classes. However, customers who did not read this notice and object to the additional cost will be offered a full refund after the first class. Vendors are encouraged to allow participants to wear generic white uniforms or appropriate athletic attire in place of uniforms.

Memorandum of Negotiations

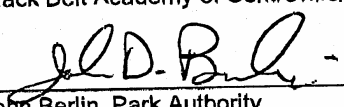
Page 2

RQ03-629007-14A

- E. Tae Kwon Do classes are contracted for \$65 (advertised at \$75)  
Percentage received by Contractor - 65%;  
Percentage received by FCPA - 35%

**ACCEPTANCE:**

\_\_\_\_\_  
Black Belt Academy of Centreville/Date

  
\_\_\_\_\_  
John Berlin, Park Authority

\_\_\_\_\_  
Cathy A. Muse, CPPO  
Director/County Purchasing Agent

CAM/rkmr

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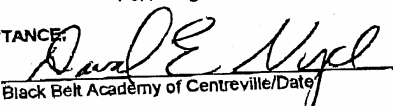
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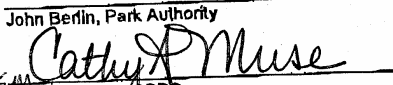
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RQ03-629007-14A

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Black Belt Academy of Centreville/Date

John Berlin, Park Authority

  
Cathy A. Muse, CPPC  
Director/County Purchasing Agent

CAM/rkmr



# FAIRFAX COUNTY

## DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

12000 GOVERNMENT CENTER PARKWAY, SUITE 427

FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3223 TTY: 1-800-828-1140

ISSUE DATE October 25, 2002	REQUEST FOR PROPOSAL NUMBER: RFP03-629007-14	FOR: Martial Arts Classes and Camps
AGENCY: Park Authority	DATE/TIME OF CLOSING: November 20, 2003 @ 3:00 P.M.	CONTRACT ADMINISTRATOR: Regina Mumford-Rush; CPPB, 703-324-3227; or Regina.Mumford-Rush@fairfaxcounty.gov

**Proposal** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

NOTE: Fairfax County does not discriminate against faith-based organizations in accordance with the Code of Virginia, §22-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:	Telephone/Fax No.:	<u>703-803-14477</u>
<u>The Black Belt Academy</u>	E-Mail Address:	<u>NYCE1@cox.net</u>
<u>5944 Centreville</u>	VA State Contractor's License No.:	
<u>Crest Lane</u>	Federal Social Security No.:	<u>54-1964466</u>
<u>Centreville, Va-</u>	Prompt Payment Discount:	___% for payment within ___ days/net ___ days
<u>20121</u>	Fairfax License Tax No.:	
CHECK ONE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORPORATION	State in which Incorporated:	<u>Va</u>
<u>David E. Nyce</u>	Date:	<u>1-1-89</u>
Vendor Legally Authorized Signature	Secretary	
<u>DAVID E. NYCE President</u>		

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in Paragraph 64 of the General Conditions and Instructions to Bidders, regarding financial disclosure requirements.

Sealed proposals subject to terms and conditions of this Request for Proposal, will be received at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035 until time/date specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the offeror.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPSM32) (rev 2/02)

N/A

**APPENDIX B**  
**RFP03-629007-14**

**COG Rider for Additional Jurisdictions**

REFERENCE PARAGRAPH 37 OF THE SPECIAL PROVISIONS, "BIDDERS AUTHORIZATION TO EXTEND CONTRACTS":

<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>
<input type="checkbox"/>	<input type="checkbox"/>	Alexandria Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	Madison County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Alexandria Sanitation Authority	<input type="checkbox"/>	<input type="checkbox"/>	Manassas Park Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Alexandria, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	Manassas, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Arlington County, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	Manassas City Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Arlington Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	Maryland-National Capital Park & Planning Commission
<input type="checkbox"/>	<input type="checkbox"/>	Bowie, Maryland	<input type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Airports Authority
<input type="checkbox"/>	<input type="checkbox"/>	Charles County, Maryland	<input type="checkbox"/>	<input type="checkbox"/>	Metropolitan Washington Council of Governments
<input type="checkbox"/>	<input type="checkbox"/>	Chevy Chase Village, MD	<input type="checkbox"/>	<input type="checkbox"/>	Montgomery Community College
<input type="checkbox"/>	<input type="checkbox"/>	City of Fairfax, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	Montgomery County
<input type="checkbox"/>	<input type="checkbox"/>	Clark County Administrative Services	<input type="checkbox"/>	<input type="checkbox"/>	Prince George's County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	College Park, Maryland	<input type="checkbox"/>	<input type="checkbox"/>	Montgomery County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Culpeper County Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	Northern Virginia Community College
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	Northern Virginia Regional Commission
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia Schools	<input type="checkbox"/>	<input type="checkbox"/>	Orange County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County Water Authority	<input type="checkbox"/>	<input type="checkbox"/>	Prince George's County
<input type="checkbox"/>	<input type="checkbox"/>	Falls Church City Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	Prince William County
<input type="checkbox"/>	<input type="checkbox"/>	Falls Church, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	Prince William County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Fauquier County Schools	<input type="checkbox"/>	<input type="checkbox"/>	Prince William County Service Authority
<input type="checkbox"/>	<input type="checkbox"/>	Frederick City, Maryland	<input type="checkbox"/>	<input type="checkbox"/>	Rappahannock County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Frederick County Maryland	<input type="checkbox"/>	<input type="checkbox"/>	Rockville, Maryland
<input type="checkbox"/>	<input type="checkbox"/>	Frederick County Schools	<input type="checkbox"/>	<input type="checkbox"/>	Shenandoah County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Gaithersburg, Maryland	<input type="checkbox"/>	<input type="checkbox"/>	Stafford County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Greenbelt, Maryland	<input type="checkbox"/>	<input type="checkbox"/>	Takoma Park, Maryland
<input type="checkbox"/>	<input type="checkbox"/>	Herndon, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	Town of Vienna, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Loudoun County Sanitation Authority	<input type="checkbox"/>	<input type="checkbox"/>	Upper Occoquan Sewage Authority
<input type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Public Schools	<input type="checkbox"/>	<input type="checkbox"/>	Washington Suburban Sanitary Commission
<input type="checkbox"/>	<input type="checkbox"/>	Loudoun County, Virginia	<input type="checkbox"/>	<input type="checkbox"/>	Virginia Railway Express
					Washington Metropolitan Area Transit Authority

YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.

\_\_\_\_\_  
Vendor Name

N/A

**APPENDIX B**  
**RFP03-629007-14**

**SBE SCHEDULE**

The Fairfax County Board of Supervisors has established the following definitions for small and minority businesses:

**Small Business** – A corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross sales.

**Minority Business** – A business enterprise that is at least **51%** owned and controlled by a minority person or persons. Such persons include African Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts; Women (regardless of race or ethnicity); and persons with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, a record of such impairment, or who are regarded as having such an impairment.

*Step 1: Select all categories that apply to your business from this group.*

<input checked="" type="checkbox"/>	<i>Business Partner Classification Code/Category</i>
<input type="checkbox"/>	<b>Disabled Person Owned</b>
<input type="checkbox"/> (8)	Public Body/Government Agency
<input type="checkbox"/> (9)	<b>Non Profit/Not-for-Profit</b>
<input type="checkbox"/> (D)	<b>Sheltered Work Shop</b> (work oriented rehabilitative facility with a controlled work environment and individual goals that utilizes work experience and related services assisting the handicapped person to progress toward normal living and productive vocational status)

*Step 2: Select the one category that applies to your business from the table below.*

<del>SMALL BUSINESS</del>	<u>LARGE BUSINESS</u>	<u>OWNERSHIP</u>
<input checked="" type="checkbox"/> (B)	<input type="checkbox"/> (Y)	<b>Non-Minority</b>
<input type="checkbox"/> (C)	<input type="checkbox"/> (A)	<b>Women-Owned</b>
<input type="checkbox"/> (G)	<input type="checkbox"/> (E)	<b>African American Owned</b>
<input type="checkbox"/> (H)	<input type="checkbox"/> (F)	<b>African American Women-Owned</b>
<input type="checkbox"/> (K)	<input type="checkbox"/> (I)	<b>Hispanic American Owned</b>
<input type="checkbox"/> (L)	<input type="checkbox"/> (J)	<b>Hispanic American Women-Owned</b>
<input type="checkbox"/> (O)	<input type="checkbox"/> (M)	<b>Asian American Owned</b>
<input type="checkbox"/> (P)	<input type="checkbox"/> (N)	<b>Asian American Women-Owned</b>
<input type="checkbox"/> (S)	<input type="checkbox"/> (Q)	<b>American Indian Owned</b>
<input type="checkbox"/> (T)	<input type="checkbox"/> (R)	<b>American Indian Women-Owned</b>
<input type="checkbox"/> (W)	<input type="checkbox"/> (U)	<b>Eskimo/Aleut Owned</b>
<input type="checkbox"/> (X)	<input type="checkbox"/> (V)	<b>Eskimo/Aleut Women-Owned</b>

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N/A



**COUNTY OF FAIRFAX  
DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
SMALL AND MINORITY BUSINESS ENTERPRISE PROGRAM (SMBEP)**  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013

**Fax: 703-324-3228**

**SUBCONTRACTOR(S) NOTIFICATION FORM**

Contract Number/Title: RFP 629 007 14  
Prime Contractors Name: LISA NYCE

Prime Contractor's Classification Code: B (from SBE Schedule)

In accordance with the Subcontracting paragraph of the Special Provisions for the above-cited contract, you are required to provide the County with names, addresses, anticipated dollar amount and small/minority classification (use code numbers from previous page) of each first-tier subcontractor. Please complete this form and return it to this office with your bid package. The purpose of determining a subcontractors small/minority classification, the criteria for both is stated below:

Please check here if you are not using a subcontractor: ☒

SUBCONTRACTOR(S) NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	ANTICIPATED DOLLAR AMOUNT	SMALL/MINORITY CLASSIFICATION

**YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.**